

Chief, Services Division

2 March 1950

Acting Chief, Audit Group

Proposed Procedure for Establishing Accountability for Housekeeping
Equipment and Hand Tools in the [redacted]

25X1A6A

STATINTL

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1. Records will be established and maintained in the [redacted]
[redacted] AS, for housekeeping equipment and hand tools in
the following manner;

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a. Receipts:

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(1) An inventory of all housekeeping equipment and hand
tools presently on hand will be conducted by personnel within
the [redacted]. The inventory will indicate nomen-
clature, unit of issue, and quantity of each item listed
thereon. Upon completion, the inventory will be forwarded to
the [redacted] who will in turn prepare a Supply
Record Card, Form No. 36-25-A, for each item listed thereon,
indicating nomenclature, and unit of issue. Voucher No.
"INV DV-1" will be assigned to said inventory and items
listed thereon posted to the appropriate Supply Record Cards.

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(2) Documents indicating receipt of additional house-
keeping items and hand tools will be assigned debit voucher
numbers, and items listed thereon will be posted as debits to
the appropriate Supply Record Card, after which voucher will
be filed numerically in a Voucher File.

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b. Issue of Housekeeping Items:

(1) Issues of housekeeping items will be made by the
[redacted] and will be recorded on the "Daily Issue
Record" which will indicate: Date, nomenclature of item, unit
of issue, quantity issued, and initials of the receiving
individual.

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(2) Form No. 36-7 will be prepared bi-monthly in
quadruplicate indicating a consolidated total of all items
issued on the "Daily Issue Record". The number of the first
and last page of the "Daily Issue Record" considered will be
reflected on the Form No. 36-7.

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(3) One copy of Form No. 36-7, listing the consolidated
totals of housekeeping items will be assigned a credit voucher
number and items listed thereon will be posted to the appropriate

44
40-10000-1
Class. CHANGED
Auth: DDA REG. 4
Date: 05 APR 1978
By: [redacted]

Form No. 36-25-A, Supply Record Card. The original and two copies of Form No. 36-7 will be forwarded to the [] [] for replenishment purposes.

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(4) After posting has been accomplished, all related pages of the "Daily Issue Record" will be attached to the consolidated Form No. 36-7 and filed numerically in the Voucher File.

c. Issue of Hand Tools:

(1) Issues of hand tools such as hammers, saws, nail pullers, shovels, etc., will not be recorded on the "Daily Issue Record" but will be issued to the using individual on Form No. 36-66, Memorandum Receipt, which will reflect: Date of issue, nomenclature of item or items issued, quantity of each item issued and signature of receiving individual.

(2) Form No. 36-66, Memorandum Receipt will be maintained in alphabetical order by name of receiving individual. Quantity of items on Memorandum Receipt plus quantity in stock will equal the quantity reflected in the "Balance" column of Form No. 36-25-A at all times.

(3) In the event of partial return of items charged to a Form No. 36-66 by the using individual, said items will be lined out and initialed by the [] and Form No. 36-66 returned to file.

(4) In the event of complete return of items charged to Form No. 36-66 by the using individual, a line will be drawn through all items listed thereon and the [] will sign in the space provided in the lower right hand corner of said form.

(5) Hand tools returned by using individuals will either be reissued as outlined in paragraph c (1) above or returned to stock.

d. Disposition of Unserviceable Hand Tools:

(1) Hand tools which become unserviceable through fair wear and tear will be returned to the [] by the using individual in order that the appropriate credit entry may be made on the Form No. 36-66, Memorandum Receipt, concerned.

(2) Hand tools which become unserviceable through fault or neglect will be surveyed by the responsible individual using Form No. 36-18, Survey Report.

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(3) The [] will be responsible for determining the cause of unserviceability of all hand tools returned by using individuals in order that proper action may be taken in the event that same was a result of fault or neglect.

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(4) The [] will dispose of unserviceable hand tools, returned by using individuals, in accordance with current regulations and make appropriate credit entries on the Form No. 36-25-A concerned.

e. Audit: Records maintained by the [] as outlined above will be subject to audit by the Audit Group, Services Division.

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Concurred By:

[]
Acting Chief, Supply Branch

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Approved []
Chief, Services Div.
3-7-50

WWW:ls

CC: Acting Chief, []
Audit Group

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